



JOB OPPORTUNITY

Grade 8

Social Welfare Examiner Trainee – 3 positions

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| TO: | All Departments |
| FROM: | Social Services |
| DATE: | 2/27/23 |
| ASSIGNMENT: | Temporary Assistance |
| SCHEDULE: | 8:30 am - 4:30 pm |
| SALARY: | \$17.98 |
| | Provisional/Full Time |
| JOB DESCRIPTION: | <p>This position, under close supervision, performs duties similar to those of Social Welfare Examiner. While participating in a 12-52 week, intensive, on the job training program this position involves assessing the social, medical and economic needs of a family or individual and determining financial eligibility for other services as appropriate.</p> <p>The position is responsible for issuing assistance benefits in accordance with established policies and procedures. The work involves the review of applications and records, direct interviews with applicants (including field work) and use of various computer systems</p> <p>Promotion to the position of Social Welfare Examiner will follow without further examination upon successful completion of the traineeship period.</p> |
| QUALIFICATIONS: | <p>MINIMUM QUALIFICATIONS: Either:</p> <p>A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree; OR</p> <p>B. Graduation from high school or possession of a general equivalency diploma and two (2) years of clerical experience in an office setting which shall have required the use of a database to process work.</p> <p>REQUIREMENT:</p> <ul style="list-style-type: none"> • Submission to a local law enforcement background check for all localities in which the new employee has resided, worked, or attended school for the past five (5) years prior to employment • Submission to FBI fingerprinting • Submission of new employee information through the E-Verify system to verify that the employee may be legally hired within the United States (USCIS Form I-9) • Passing of a Physical and Drug screen • Submission to an Special Investigations Unit Check |
| APPLICATIONS: | <p>Patrick Palmer Staff Development PO Box 588 Elmira, NY 14902 DHSstaffdev@chemungcountyny.gov</p> |
| DEADLINE: | Until Filled |
| NOTE: | <ul style="list-style-type: none"> • Position creation is contingent upon Legislature approval • Applicant must have permanent status in the title - Or - for competitive class positions must either be on a current civil service eligible list - Or - participate in the next examination • For current county employees rate of pay may be different than posted |